

MEMORANDUM OF UNDERSTANDING
BETWEEN
WASHINGTON INSTITUTE
AND THE
TECHNICAL FIRE MANAGEMENT ADVISORY COMMITTEE

This memorandum of understanding (MOU) is made and entered into by and between Washington Institute and the Technical Fire Management Advisory Committee, hereinafter referred to as TFM Committee.

I. Purpose

The purpose of this MOU is to provide a general framework of cooperation between the parties concerning the providing of a comprehensive Fire Management education program, above normal training opportunities. This cooperation serves the mutual interests of the parties and the public. This MOU in no way restricts the agencies or the cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

II. Non-Fund Obligating Document

This MOU is neither a fiscal nor a fund obligation document. Any endeavor involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable law, regulations, and procedures, including those for government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties, and shall be independently authorized by appropriate statutory authority. This instrument does not establish authority for non-competitive award to Washington Institute of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for completion.

III. Statement of Mutual Benefits and Interests

The fire management responsibilities within various federal agencies have expanded significantly. Part of this expansion is due to increasing resource values on protected land, but a major factor contributing to the increasing complexity of full-time positions has been their requirement to consider wildland fire management in the context of overall land management process on public lands.

Fire personnel in the past built their career advancement by becoming technically proficient at increasingly higher levels of directing fire suppression and fuels management organizations. It is neither efficient, practical, nor perhaps desirable to produce technically competent fire management specialists solely through job experience. While on-the-job experience is indispensable to the development of competent fire managers, the additional demands for expertise in fields such as data analysis, fire

ecology and fire effects, business administration, and economic evaluation and analysis cannot be fulfilled on the basis of work experience alone.

Traditionally, federal agencies have depended on newly hired forestry graduates and/or in-service training to maintain technical proficiency among various disciplines involved in forest management. Fire, however, has been an exception to this process. This leaves only in-service training, continuing education, or return to school by present employees as means of maintaining proficiency. The number of training opportunities is severely limited by in-service training resources. Very few university short courses are available or applicable to fire management. Consequently, a need exists to provide additional continuing education programs to employees, which will meet the educational needs of maintaining proficiency in fire management.

Washington Institute (WI) is a private business located in Duvall, Washington. In conjunction with Colorado State University, WI offers a course (TFM) consisting of six course modules (Math Review, Statistics, Economics, Fuels Management, Fire Ecology and Effects, Fire and Land Management. The math module is a one-week session and the others are two weeks). A seventh module, consisting of a study and report incorporating methods and knowledge acquired in the previous modules is required for successful completion of the program. The case study is evaluated by TFM instructors, graduates and other agency representatives.

The mission of TFM is to improve the technical proficiency of fire and resource specialists beyond the level that may be obtained through on-the-job training and experiences. The subject matter emphasized prepares the specialists to perform fire management tasks at the GS-7 to 11 level. WI has been offering the TFM program since 1985.

IV. Washington Institute shall:

- Provide a comprehensive fire management education program, based on recommendations from the Advisory Committee. The program will be accredited by a university to provide upper level college credits.
- Provide correspondence with students and agencies.
- Solicit for students if agencies cannot fill sessions.
- Make grade determination decisions.
- Issue certificates of completion.
- Arrange for instructors.
- Offer the program on a yearly basis.
- Schedule student oral presentation time.
- Maintain final project library.
- Disseminate information.

V. The TFM Advisory Committee shall:

- Develop and review an Annual Operating Plan.
- Provide curriculum oversight and evaluation.
- Initiate and coordinate the application and selection process.
- Determine student allocations given to agencies.
- Coordinate oral presentation facilities/panel members.
- Monitor student progress and performance through completion of the program.
- Provide liaison between the Agencies, WI, and the students.
- Determine committee organization.
- Determine chair/ vice chair rotation/tenure.
- Petition on behalf of the students for extension requests and/or final grade changes.

VI. Meetings

It is mutually agreed and understood by and between the said parties that: Meetings will be scheduled, at a minimum, yearly to discuss and identify opportunities that meet the intent of this MOU.

VII. Modification

Modification within the scope of this MOU shall be made by mutual consent of the parties, by the issuance of a written modification signed and dated by both parties, prior to any changes being performed.

VIII. Completion Date:

This MOU is executed as of the date shown below, and expires no later than 3/19/2008 at which time it is subject to review, renewal, or expiration. This document supercedes the previous MOU #96-06-11-09.

IX Termination by either party may occur by way of 30 day written notice to the principal contacts.

X. Principal Contacts for this MOU:

/s/ Karen Bergethon 03/19/2003
KAREN BERGETHON, Chair
TFM Advisory Committee

/s/ Reid Kenady 03/19/2003
REID KENADY
Washington Institute